

SECTION I

RECOMMENDED CHANGES, FUNCTIONS AND ORGANIZATIONS, COLLECTION BRANCH, OCD

1. A careful study of the operations conducted by the Collection Branch, OCD, during the last seven months, has revealed that minor modifications in Branch functions, organization and personnel requirements should be made in order to effect more economical utilization of personnel and to insure greater efficiency in future collection operations.

2. The salient feature of the recommended changes in functions and organization is the consolidation of the presently authorized Collection Policy Division and the Analysis Division into one Division, the Policy and Analysis Division. The functions of the two old Divisions are placed under the single new Division. The restatement of functions, suitably modified, is contained in Section II and the changes in organization in Section III hereto. Section IV contains the recapitulation of total personnel requirements under the recommended organization change.

3. The recommended change in organization of the Collection Branch entails no change in professional personnel, other than minor readjustments of grade, but envisages an increase of five clerical personnel, primarily for the Control Section of the Procurement Division. This increase is deemed necessary in view of the constantly increasing collection work load as evidenced by the monthly OCD progress reports. A statement of the duties of the additional personnel requested for the Collection Branch is contained in Section V hereto.

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